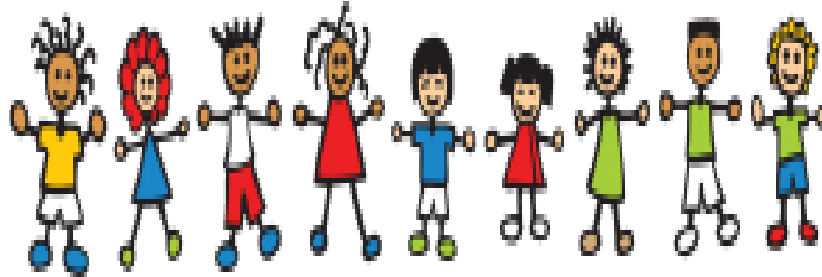

Leominster Recreation Department

Summer Programs

Keeping Children Safe While Having Fun

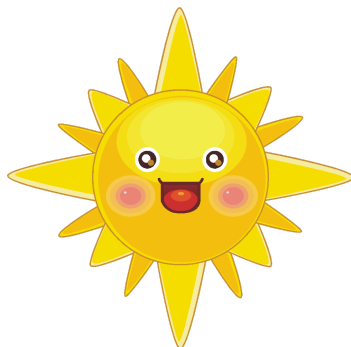


Parent Handbook

Summer 2020

Our goal is to provide children with a safe and enjoyable program experience where children can develop skills, form friendships and enhance self-esteem.

Welcome to Summer 2020



Welcome! On behalf of the Leominster Recreation Department we are pleased to have you join us this summer.

Our staff at Leominster Recreation Department will work hard to instill in children values such as caring, honesty and respect. Our program staff will be experienced in working with children and providing a safe environment for all. Each counselor will be carefully chosen from area colleges and high schools. Our senior staff consists of teachers, tutors, and instructional assistants.

We hope that throughout the summer season you will support your child in our program by encouraging them to try new things and participate as much as possible to make the day exciting. Through your support and interest, we can combine our efforts to make Leominster Recreation summer programs a fun and rewarding experience for children.

Please read all the enclosed materials so that you will be completely prepared for your summer with the Recreation Department.

We look forward to serving you and your family this summer season. If you have any questions or concerns, please call me at 978-534-7529.

Sincerely,

Judith Sumner

Judith Sumner

Leominster Recreation Director

recdept@leominster-ma.gov

Mission Statement

The Leominster Recreation Department's mission is to provide a wide variety of recreational programs that the residents desire and request along with maintaining recreational property, facilities and equipment.

Our Goals

- *Provide children with a wide variety of activities to include arts and crafts and sports
- *Involve children in daily planned activities as well as their choice activities
- *Encourage children to make good choices and treat each other with respect
- *Provide a fun, safe environment for children to socialize
- *Create a fun-filled, creative environment for all participants
- *Make sure children are safe at all times



Childrens' Expectations and Discipline

Expectations:

- Children will remain with their counselor at all times.
- Children will use the buddy system with an adult when using the bathroom, etc.
- Children will always keep their hands to themselves.
- Children will treat others the way they want to be treated.
- Children will respect the park and property owned by the Leominster Recreation Department.
- Children will respect staff and others at all times.
- Children will follow all COVID-19 safety guidelines as outlined by the state guidelines and CDC.

Addressing Concerns

We encourage you to directly communicate with the staff member who is responsible for your child. Feel free to ask specific questions or offer suggestions to the staff member in order to remedy a situation your child may be having at our program.

- A. Start with the group leader in your child's group.
- B. If you are not satisfied, discuss with the Site Coordinator – Nichole Comeau.
- C. If not satisfied, contact Judith Sumner at 978-534-7529.

Code of Conduct

The Leominster Recreation Department (LRD) encourages fun, friendship, and safety in a positive atmosphere. To accomplish this, we have established behavior guidelines that revolve around our four basic principles: respect, responsibility, safety and kindness. If a child has difficulty with any of these expectations, the program staff will work closely with them in an effort to get compliance. See behavior form below.

Bullying Policy

Our philosophy, which grows from our mission statement, affirms that each of our participants has the opportunity to experience a summer where they can explore new friendships, develop life skills and discover new talents free of judgment or negativity. We not only maintain a strict policy forbidding bullying, but our staff is trained to recognize incidents of bullying and intervene accordingly.

The Leominster Recreation Department addresses all bullying incidents seriously. We encourage our staff to promote open communication within their groups, so that the participants feel comfortable letting us know if there are any problems at any point during their program experience.

At our summer program, every child has the right to the best possible summer experience, and we will act proactively to ensure that none of our participants are denied this opportunity. As a summer program we believe positive behavior comes from a cooperative effort between participants, parents and staff. While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstration of disrespectful behavior, hitting, biting, bullying, harassing and displaying destructive behavior are grounds for immediate suspension and possible dismissal from the current session of the program or all future sessions.

Discipline

We promote and expect four basic principles: **Respect, Responsibility, Safety and Kindness.** Leominster Recreation Department staff will treat each child with respect and set clear expectations and boundaries each day. Children are expected to show respect to their peers and staff, and to treat the facilities and equipment with care. For children who experience difficulty with this structure, staff members will work with the child and their parents to create an individualized plan that meets the need of the child while ensuring the safety and trust of other participants. Frequent disrespect towards peers, staff or property may result in child's dismissal from the program for a day or more.

Sending a child home

If we feel a child is deemed to be unsafe at the program or has been warned at least two times for their unsafe behavior, we may choose to send a child home. In the case of any aggressive behavior that could harm a staff member or participant, the child will be sent home immediately. If a child is sent home due to behavioral issues at the program, parents must meet with staff members prior to the child's readmission to the program.

Leominster Recreation Department Behavior Form

At the start of each session all program rules, the reasons for them, and the consequences are discussed with the participants. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected. We attempt to redirect inappropriate behavior. If the problem continues, a Behavior Form is sent home to notify the Parent/Guardian. While it is not our policy to discourage participation because of behavior problems, in cases where there is no marked improvement of behavior, the child may be asked to stay home and/or be removed from the program.

PLEASE BE ADVISED:

- 1) Behavior that is harmful to the safety of other children and/or staff will not be tolerated and is grounds for suspension and/or removal from the program.
- 2) Bullying behavior is not tolerated. Every child has the right to feel safe at the program. It is the policy of the Recreation Department that any form of bullying displayed at the program is expressly forbidden. "Bullying" shall mean any overt act(s) by a child or group of children directed against another child with the intent to ridicule, humiliate or intimidate another child. Children who engage in bullying behavior are subject to suspension and/or removal from the program.

(Child's Name)

(Date)

- _____ Breaking Program Rules (Responsibility, Safety)
- _____ Fighting/Arguing (Safety)
- _____ Following Directions (Responsibility, Safety)
- _____ Playing Fairly (Respect, Responsibility, Safety, and Kindness)
- _____ Getting Along/Respecting Others (Respect, Kindness)
- _____ Using Inappropriate Language (Respect, Responsibility, Kindness)
- _____ Destruction of property (Respect)
- _____ Other _____

EXPLANATION:

THE FOLLOWING ACTION(S) IS REQUIRED:

- _____ Discuss the above noted behavior with your child and be clear that marked improvement in behavior is needed.
- _____ Contact the Program Staff to discuss the problem/situation in more detail.
- _____ Child is suspended from attending the program on _____.
- _____ Child will be removed from the Recreation Program.

Summer Program Director Signature:

Date:

Group Leader Signature:

Date:

AGREEMENT:

I discussed the above behavior with my child and understand that improvement is needed:

(Parent/Guardian's Signature)

I will do my best to behave well at camp: _____
(Child's Signature) Date

The Written Behavior Form must be signed and turned back to the staff in order for your child to return to the program.

Program Details

Personal Items/ Labels

It is strongly suggested that parents label articles of clothing and other possessions brought to the program by the child. Easy identification of belongings will prevent them from being lost or misplaced. It is strongly suggested that you do not send your child to the program with valuables. The Leominster Recreation Department has plenty of activities to keep your child entertained. The Recreation Department is not responsible for any lost, stolen, or broken objects. ***Electronics are not permitted.*** The specific items to bring will vary per program, and specifics will be outlined in the weekly newsletter.

Things not to bring: Anything you do not want broken or lost. LRD is not responsible for personal items:

- Cell Phones
- iPods
- Electronics
- No sharp objects (i.e. pocket knife)
- Jewelry
- Expensive personal belongings

Should you have any questions about these items, please call the Leominster Recreation Department @978-534-7529.

Daily Procedures:

- 1.) Please drop off your child(ren) at the designated time of the program they are signed up for. There will be no admission earlier than 10 minutes before the program starts.
- 2.) When you drop off your child, please walk up to the workers so we can take your child's temperature. You must stay with your child until we take their temperature and ask you screening questions. If your child has a fever of 100.0 degrees or answers yes to screening questions, they will be asked to leave and only return by a doctor's note.
- 3.) There will be a snack and lunch time during the hours of the program. Snacks must be provided by guardians. There will be free, cold lunch and a breakfast item offered daily as an option or one could be provided by guardians. This can be taken home and eaten at a later time.
- 4.) When it is time for pick-up, please make sure to park your car and walk over to the designated staff member. You will be asked to show your ID so we can release your child to an authorized person listed on your pick-up list from the registration forms. Children will only be released to people specifically authorized with their name on the signature form or advanced authorization from the parents by telephone or in writing. NO exceptions will be made. It is the Recreation Department's concern that all children remain safe at all times.

Health and Safety

Your child's health and safety are very important to us at the Leominster Recreation Department. Therefore, all of our staff are First Aid and CPR trained. Everyday injuries such as bumps, bruises and scrapes may occur and will be treated. Depending on the time of day and the degree of the accident or illness the staff will call the parent/guardian. At that time a decision will be made by the parent/guardian as to whether the child will stay at the program or arrangements will be made to have the child picked up and taken home or the hospital to be checked. If a child is being picked up, only an authorized person may pick the child up. At no time will a staff member be authorized to transport children in their cars.

In an emergency situation, 911 will be called and parents/guardians will be notified immediately. The determination of a 911 call will be made by staff on the scene as to how severe the injury or illness is. Parents are required to fill out a medical release form (attached to the packet) and kept on file with the Recreation Department.

Medications:

There is no nurse or certified staff member to administer prescription medications to program participants. Parents/Guardians must make alternate provisions to administer prescribed medications to their child during the program if necessary.

Face Coverings: The participant must bring a face mask to be worn when in the buildings or in close proximity together. If you can not provide one for your child, we will provide one for you. For more information please read specific guidelines from the state as listed below on **Personal Protective Equipment (PPE) and Face Masks and Coverings.**

Plan for care of mildly ill participant:

If a child has a fever or is feeling ill, the child must be picked up immediately by a parent or guardian. For specifics please read the state guidelines on **Isolation and Discharge of Sick Children and Staff.**

Procedures for identifying and protecting children with allergies and/or other emergency medical information:

All participants must have a completed emergency medical form on file at time of registration, which includes: Allergies, any current chronic illness, any current medications and immunizations.

All children with asthma are encouraged to have their inhaler to the program to carry with them. Staff will not be able to administer this inhaler so all participants need to be able to use the inhaler independently. **Nebulizer use must be prohibited as it can increase risk of virus being aerosolized (Page 6 of State Guidelines https://eeclead.force.com/resource/1591036172000/Min_Req)** Any child with an anaphylactic allergy must bring an epi-pen to the program.

All participants must be toilet trained and diaper free.

PAYMENT

Payments will not be accepted by the program instructors. Payments should be made online through the Leominster Recreation Department website at www.leominster-ma.gov or in the office at 40 Barrett Parkway.

Registrations are taken on a first come first served basis. Payments must be made the Wednesday prior to the week you wish your child to attend the program as long as there are still spots remaining. No exceptions! If payment is not received by 4:00 pm on Wednesday, your child will not be permitted to attend the program for the next week. NO LATE PAYMENTS WILL BE ACCEPTED.

If you are registering and paying as you go it will be based on a first come first served basis as space allows. It is highly recommended you register two weeks or more in advance to secure a spot! If you have any questions, please call the office at (978) 534-7529.

LEOMINSTER RECREATION DEPARTMENT SUMMER PROGRAMS 2020

Due to the COVID-19 Pandemic and not being able to use any school facilities, the Leominster Recreation Department will be hosting a few small mini programs this summer instead of our All Day Summer Programs as in years past. As we move forward during these difficult times, we strive to make these programs safe and fun for the participants as well as our staff.

As we do this, we ask that you please keep your child home if he/she has any symptoms or has been in contact with someone who has the Corona Virus and call our office to let us know immediately.

The Mandatory Requirements for participation in any of our summer programs will be as follows:

- 1) The participant's temperature will be taken at drop off prior to parent/guardian leaving them at the program. If a participant has a temperature of 100.0 or higher, they will not be permitted to stay.
- 2) The participant must bring a face mask to be worn when in the buildings or in close proximity together. If your child does not have a mask, one will be provided. We will encourage 6-foot social distancing, through increased spacing, limited mixing between groups, and staggered drop off and pick up times.
- 3) If your child has difficulty following social distancing guidelines, he/she may be sent home from the program and no refund will be issued.
- 4) We will promote healthy hygiene practices such as hand washing. We ask that each participant bring their own small bottle of hand sanitizer if possible, labeled with their name on it. We will also have some available as well, especially for those programs that may not have access to hand washing.
- 5) Where feasible, we will adjust activities and procedures to limit sharing of items such as supplies and equipment. All frequently-touched surfaces will be routinely cleaned daily to reduce and prevent COVID-19 transmission.

All registrations are taken on a first come first served basis.

Programs Offered Summer 2020

MOUNTAIN BIKING PROGRAM

If you like to be outdoors exploring the woods on a mountain bike, then this is the perfect program to try! Leominster State Forest offers a wide variety of terrain. We will navigate over rocks, roots, fallen trees, stumps, bridges and water. We ask that participants own their own front suspension or full suspension pre-inspected mountain bike, a certified helmet, and hydration backpack or H2O bottle and cage. Having an extra chain link, tire tube, and bike tools are important in case of a break down but are not mandatory. Please make sure to bring a snack each day.” **Limited to 20 participants.**

DATES: June 22 – June 26, 2020

AGES: 10 – 15

INSTRUCTOR: Erin Van Tuyl

DAYS: Monday – Friday

COST: \$80.00 residents/\$90.00 non-residents

TIMES: 9:00 a.m. – 12:00 p.m.

DROP OFF/PICK UP: Elm Street entrance to Leominster State Forest

BASEBALL CLINIC

Whether you are a young beginner just learning the game or a middle school player ready to take your game up a notch, this baseball clinic is for you! This clinic is designed for ages 7-12 to help improve on the fundamentals of baseball and help fine-tune your skills. You will learn hitting, fielding, mechanics and sportsmanship. This clinic will be run by Richard Barnaby, Varsity Baseball Coach for Leominster High School and Dave Smith who has over 30 years experience coaching baseball, directing baseball camps for former Red Sox catcher, Rich Gedman.

Registration for this program will end June 22, 2020 for Session I and July 20, 2020 for Session II.

Participants must bring their own glove and a helmet if they have one. Please make sure to bring a snack and a labeled water bottle each day.

Limited to 20 participants per session.

Session I

DATES: Monday, June 29 -Thursday, July 2 (Rain date Friday, July 3, 2020)

COST: \$100.00

TIME: 9:00 a.m. – 12:00 p.m.

AGES: 7-12

SITE: National Little League Field behind Northwest School

Session II

DATES: Monday, July 27 -Thursday, July 30 (Rain date Friday, July 31, 2020)

COST: \$100.00

TIME: 9:00 a.m. – 12:00 p.m.

AGES: 7-12

SITE: National Little League Field behind Northwest School

F.A.S.T. ATHLETICS MINI SPORTS PROGRAM

This program is a combination of warm-up games and sports such as soccer, kickball, and t-ball. It will ease children into learning the basics of all these great games as well as teaching them the importance of teamwork! Each class there will be new and exciting games planned for participants. Each day the participant will have the opportunity to work on a skill in one of the sports followed by team activities where the focus is on skills/sportsmanship/fun! Please make sure to bring a snack and a labeled water bottle each day.

Limited to 10 participants.

DATES: August 10 – 14, 2020

DAYS: Monday – Friday

TIMES: 9:00 a.m.– 12:00 p.m.

AGES: 4- 6

COST: \$100.00 per person

SITE: Barrett Park Field

F.A.S.T. ATHLETICS SPORTS PROGRAM

Get up, get going, get active with a F.A.S.T. Athletics Summer Sports Program. F.A.S.T. Athletics will offer a variety of structured sports and activities each day such as: soccer, mat ball, basketball, dodgeball, and kickball. The program will begin with proper stretching and warm-up games as well as learning basic skills of each sport, each day will end with a high energy game/tournament with the sport played that day. Please make sure to bring a snack and a labeled water bottle each day.

Limited to 10 participants.

DATES: August 17 – 21, 2020

DAYS: Monday – Friday

TIMES: 9:00 a.m.– 12:00 p.m.

AGES: 7 - 12

COST: \$100.00 per person

SITE: Barrett Park Field

THE FOLLOWING 4 PROGRAMS WILL RUN FOR 5 WEEKS EACH AND WILL TAKE PLACE AT BARRETT PARK WITH PRIORITY GIVEN TO LEOMINSTER RESIDENTS

THE WEEKS ARE AS FOLLOWS:

Week 1 July 6-10; Week 2 July 13-17; Week 3 July 20-24; Week 4 July 27-31;

Week 5 August 3-7

S.T.E.A.M. PROGRAM

STEAM is an educational approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding student inquiry, dialogue, and critical thinking. **STEAM** aims to spark an interest and lifelong love of the arts and sciences in children from an early age. Please make sure to bring a snack and a labeled water bottle each day. **Limited to 10 participants.**

This program will be offered weekly for the following 5 weeks from July 6 – August 7:

DAYS: Monday – Friday

TIMES: 9:30 a.m.– 12:30 p.m.

AGES: 8 - 12

COST: \$60.00 per person/per week

SITE: Barrett Park Upper Program Building and outside under a pavilion

MOVEMENT & ART PROGRAM

Part of the day will be doing stretching, balancing, dance with gentle movement and incorporating some yoga. The rest of the day will be spent creating an art project. Please make sure to bring a snack and a labeled water bottle each day. **Limited to 7 participants.**

This program will be offered weekly for 5 weeks from July 6 – August 7.

DAYS: Monday – Friday

TIMES: 8:30 a.m.– 11:30 p.m.

AGES: 8 - 12

COST: \$60.00 per person/per week

SITE: Barrett Park Lower Program Building and outside under a pavilion

FITNESS & SPORTS CONDITIONING PROGRAM

Get up, get going, and get active this summer with the Leominster Recreation Department. **If it rains, this program will be cancelled for the day. There is 1 rain day built in.** Please make sure to bring a snack and a labeled water bottle each day. **Limited to 10 participants.**

This program will be offered weekly for 5 weeks from July 6 – August 7.

DAYS: Monday – Friday

TIMES: 8:30 a.m.– 11:30 p.m.

AGES: 8 - 12

COST: \$60.00 per person/per week

SITE: Barrett Park Back Field

HIKING & OUTDOOR EXPLORATION PROGRAM

Get up, get going, and get active this summer with the Leominster Recreation Department. **If it rains, this program will be cancelled for the day. There is 1 rain day built in.** Please make sure to bring a snack, labeled water bottle, and sneakers each day. **Limited to 10 participants.**

This program will be offered weekly for 5 weeks from July 6 – August 7.

DAYS: Monday – Friday

TIMES: 9:00 a.m.– 12:00 p.m.

AGES: 8 - 12

COST: \$60.00 per person/per week

SITE: Barrett Park (Drop off & pick up locations may vary but Mondays will always be at Barrett Park)

- Locations will change weekly, but Mondays will always be at Barrett Park for drop off and pick up. These locations are subject to change and specific locations for each week can be found in the weekly newsletter given by staff. On the first day of each week, any new participant will receive a copy of the trail maps. These trailhead locations for drop off and pick up can be found on the website, <https://www.leominster-ma.gov/depts/programs/recreation/trails.asp>, and are described below:
 - Barrett Park (40 Barrett Pkwy)
 - Leominster State Forest (a variety of trails)
 - South Monoosnoc Overlook Trail- The gate before 909 Elm St. for drop off and pick up (pull to the side of the road this a house address).
 - Middle Monoosnoc Trails- Intersection of Exchange St and Constitution Drive (pull off to the side by the water department gate).

-North Monoosnoc Trails from Granite St- 375 Granite St. There is room for about 10 cars in the parking lot. Please don't park in front of the gate.

-North Monoosnoc Trails from West St- Directions to the Trailhead: From Monument Square in the center of Leominster, take West Street for 1.4 miles to the intersection with Maple Avenue. Take the left fork, continuing on West Street for 1.0 miles to the end of street. Proceed straight ahead into the gravel parking lot. FREE parking for about 8 cars. Please do not park in front of the gate.

-Wachusett Street Trails- ½ mile from 65 Wachusett St. (water treatment plant)

-Distributing Reservoir Trail -(Exchange St. after Revolution Drive on the left you will look for a gate and park off to the side in front of the gate).

-Parmenter Trail in Leominster State Forest- (Parmenter Road off Elm Street to Rocky Pond-gravel parking lot)

-Doyle Conservation Area- 464 Abbott Ave. (drop off in parking lot)

-Prospect Park- Adjacent 321 Prospect St. (grass parking lot-look for park sign)

-Harwood Terrace (Watertower Trail)- 958 West St. is the drop off trail parking lot.

-Haynes Reservoir- ½ mile from 65 Wachusett St. (water treatment plant)

- Some trails we will be visiting are located on AllTrails.com
<https://www.alltrails.com/us/massachusetts/leominster>

Minimum Health and Safety Requirements from the State (Applicable):

Screening and Monitoring of Children and Staff

Please note that the following has been removed from the screening criteria as of June 6, 2020: abdominal pain, unexplained rash, and thermometer checks (Although, the Leominster Recreation Staff will still be taking temporal temperature upon entrance of the day program).

A. Daily Screening: Programs must screen all staff and children before they are permitted to enter the child care space following the requirements below.

(1) Establish a single point of entry to the program to ensure that no individual is allowed to enter the building until they successfully pass the screening.

(2) Designate specific program staff to conduct all screening activities and thermometer checks, and establish a designated screening area (e.g., a side room or enclosed area close to the point of entry) that will allow for more privacy in order to ask questions confidentially or conduct a temperature check. Unless a physical barrier, such as a plexiglass screen, is used, the space used for screening must allow for social distancing of childcare staff from child/family while screening is being conducted (i.e. at least 6 feet of separation).

(3) Health check responses and individual temperature check results must be recorded and maintained on file.

(4) Verbally screen children and parents asking the following questions. If any of the below are yes, the child must not be allowed to enter the building. The child must return home with their parent or caregiver.

- (a) Today or in the past 24 hours, have you or any household members had any of the following symptoms?
 - Fever (temperature of 100.0°F or above), felt feverish, or had chills?
 - Cough?

- Sore throat?
- Difficulty breathing?
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
- Headache?
- New loss of smell/taste?
- New muscle aches?
- Any other signs of illness?
- (b) In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

(5) Staff must make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Confirm that the child is not experiencing coughing or shortness of breath. In the event a child is experiencing shortness of breath or extreme difficulty breathing, call emergency medical services immediately.

(6) Programs must include non-contact temperature checks (using a scanning or temporal thermometer), conducted by designated staff, as part of their screening protocols. To ensure that staff conducting temperature checks are able to do so safely, the following protocol must be followed:

- (a) Perform hand hygiene.
- (b) If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) including eye protection (goggles or disposable face shield) that fully covers the front and sides of the face, in addition to mask and gloves, should be used when within 6 feet of a child. However, reliance on PPE alone is a less effective control than maintaining social distancing during screening.
- (c) Check individual's temperature using a non-contact or temporal thermometer. If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check, in accordance with CDC recommendations for infection control.
- (d) Remove and discard gloves and other PPE, in accordance with CDC guidance. To reduce the risks of contamination when using PPE, staff must be adequately trained on appropriate donning and doffing of required PPE. Programs must have adequate space to safely don/doff PPE, designated space for clean PPE supply that is separate from dirty/contaminated/disposed PPE, and consideration should be given for ongoing shortages and unreliable supply of PPE nationally.

(7) All staff, parents, children, and any individuals seeking entry into the program space must be directed to self-screen at home, prior to coming to the program for the day. If the program is a family child care program, all household members must self-screen before coming into the child care space.

- **(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms included fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of 5 Close contact is defined as being within 6 feet of an individual who has tested positive for COVID-19 for more than 10 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends. Taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100.0°F or above or any other signs of illness must not be permitted to enter the program.**
- **(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of**

breath, loss of smell or taste, or diarrhea), or if they have given children medicine to lower a fever.

- **(c) Individuals who decline to complete the screening questionnaire or have temperature checked will not be permitted to enter the program space.**

B. Regular Monitoring:

Staff must actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the facility. Programs must have a non-contact or temporal thermometer on site to check temperatures if a child is suspected of having a fever (temperature above 100°F). Special care must be taken to disinfect the thermometer after each use.

(1) If any child or staff appears to have severe symptoms, call emergency services immediately. Before transferring to a medical facility, notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.

Isolation and Discharge of Sick Children and Staff

A. Planning for Isolation and Discharge: Programs must take the following actions to prepare for a potential exposure.

(1) Designate a separate space to isolate children or staff who may become sick, with the door closed (or a solid barrier) if possible. Isolated children must be supervised at all times. A private or separate bathroom must be made available for use by sick individuals only. Others must not enter isolation room/space without PPE appropriate to the care setting. A location with an open window and/or good air circulation is optimal. In family child care settings with one adult, staff should isolate children who may become sick using a barrier to maintain adequate supervision of all children.

(2) If your facility does not have designated isolation rooms/spaces, determine a pre-specified location/facility to which you will be sending patients presenting with COVID-19 symptoms.

(3) Have an emergency back-up plan for staff coverage in case a child or staff becomes sick.

(4) Know the contact information for the local board of health in the city or town in which the program is located.

(5) Have masks other cloth face coverings available for use by children and staff who become symptomatic, until they have left the premises of the program.

(6) Designate a separate exit from the exit used to regularly exit for those being discharged due to suspected infection.

B. If a Child Becomes Symptomatic: If a child becomes symptomatic, programs must follow the protocols below:

(1) Immediately isolate from other children and minimize exposure to staff.

(2) Whenever possible, cover children's (age 2 and older) noses and mouths with a mask or cloth face covering.

(3) Contact the child's parents and send home as soon as possible.

(4) Follow the program's plan for the transportation of a child who has developed symptoms and who relies on program transportation.

C. If a Staff Becomes Symptomatic:

If a staff member becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms. If new symptoms are detected among a staff member, follow the requirements above in Section 5A-B on how to handle symptomatic individuals.

D. If a Child or Staff Contracts COVID-19:

Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Determine the date of symptom onset for the child/staff. Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began. Identify what days the child/staff attended/worked during that time. Determine who had close contact with the child/staff at the program during those days (staff and other children).

(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 11.

E. Notifying Required Parties: In the event that a program experiences an exposure, programs must notify the following parties.

- (1) Employees and families about exposure but maintain confidentiality.
- (2) Local board of health if a child or staff is COVID-19 positive.
- (3) Funding and licensing agencies if a child or staff member has tested positive.

F. Self-Isolating Following Exposure or Potential Exposure: In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.

(1) If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.

(2) If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.

(3) If a child's or staff's household member tests positive for COVID-19, the child or staff must self quarantine for 14 days after the last time they could have been exposed.

G. If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19: If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

Hygiene and Health Practices

A. Resources and Supplies: Plan ahead to ensure that the program has adequate supplies to promote frequent and effective hygiene behaviors. Programs must have the following materials and supplies: (Released June 1, 2020 Page | 14)

(1) Handwashing facilities with soap and water must be readily accessible to all children and staff. Post handwashing instructions near every handwashing sink and where they can easily be seen by children and staff.

(2) Hand sanitizer with at least 60% alcohol may be utilized at times when handwashing is not available, as appropriate to the ages of children and only with written parent permission to use.⁶ Hand sanitizer must be stored securely and used only under supervision of staff. Staff must make sure children do not put hands wet with sanitizer in their mouth and must teach children proper use.

(3) Hand hygiene stations must be set up at the entrance of the premises, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets and allow use in accordance with the guidelines above. If hand sanitizer use is not appropriate or not approved and there is no soap and water at the entrance, children must be instructed to go to the nearest handwashing station upon entry. Keep hand sanitizer out of children's reach and supervise use.

(4) If possible, place sign-in stations outside the program space and have contactless sign in, such as application or web based. If pens are required, they must be disinfected between uses or must be provided for individual only use.

B. When to Wash Hands: Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:

- (1) Upon entry into and exit from program space;
- (2) When coming in to the program space from outside activities;
- (3) Before and after eating;
- (4) After sneezing, coughing or nose blowing;
- (5) After toileting and diapering;
- (6) Before handling food;
- (7) After touching or cleaning surfaces that may be contaminated;
- (8) After using any shared equipment like toys, computer keyboards, mouse, climbing walls;
- (9) After assisting children with handwashing;
- (10) Before and after administration of medication;
- (11) Before entering vehicles used for transportation of children;
- (12) After contact with facemask or cloth face covering; and
- (13) Before and after changes of gloves.

C. Cover Coughs or Sneezes: Children, families, and staff must avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the ages of the child).

D. Additional Healthy Habits: Programs are encouraged to teach, model, and reinforce the following healthy habits.

6 While hand sanitizer may be used by children over 2 years of age with parental permission, handwashing is the preferred and safer method. Staff must know and follow the steps needed for effective handwashing (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with individual disposable towel).

(2) Build in monitored handwashing for children at all necessary times throughout the day (e.g., upon arrival, before and after meals, after toileting and diapering, after coughing and sneezing, after contact with bodily fluids). Post visual steps of appropriate handwashing to assist children or cue them to sing the "Happy Birthday" song TWICE (approx. 20 seconds) as the length of time they need to wash their hands.

(3) Assist children with handwashing.

(4) Keep hand sanitizer out of the reach of children and monitor use closely. Due to its high alcohol content, ingesting hand sanitizer can be toxic for a child. Supervise children when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth.

(5) Explain to children why it is not healthy to share drinks or food, particularly when sick.

(6) Teach children to use tissue to wipe their nose and to cough inside their elbow. They must wash their hands with soap and water immediately afterwards.

(7) Ask parents and caregivers to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.

Personal Protective Equipment (PPE) and Face Masks and Coverings

A. Face Masks and Coverings: Programs must encourage the wearing of masks or cloth face coverings during the program day. Whenever 6 feet of physical distancing is not possible, masks must be worn.

(1) To slow the spread of COVID-19, program staff are encouraged to wear a cloth face covering while serving children and interacting with parents and families. Program staff are required to wear a cloth face covering whenever 6 feet of physical distancing is not possible. Programs are encouraged to consider the use of transparent face coverings to allow for the reading of facial expressions, which is important for child development.

(2) When possible and at the discretion of the parent or guardian of the child, programs should encourage the wearing of masks or cloth face coverings for children age 2 and older who can safely and appropriately wear, remove, and handle masks. Additional guidance on use of face coverings and masks by children is as follows:

- (a) Children under the age of 2 years should not wear face coverings or masks.
- (b) When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask.
- (c) Masks must not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing must be practiced at all times during these activities. Masks do not need to be worn while engaging in active outdoor play, if children are able to keep physical distance from others.

- (d) Children 2 years of age and older must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff must reconsider whether the mask is appropriate for the child.

(3) Families should provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child's name and room number, if applicable, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day. If families are unable to provide masks, programs should provide a masks for children and youth, as necessary. Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use. When possible, masks must be washed in a washing machine in hot water and dried fully before using again. If a washing machine is unavailable, masks must be washed with soap and hot water and allowed to dry fully before using again.

(4) If using a disposable mask, follow CDC guidance on proper daily removal. Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. Discard in a waste container and wash hands or use an alcohol-based hand sanitizer immediately.

(5) Programs must enforce the wearing of face masks by parents or guardians when on the premises and at all times during drop-off and pick-up. Programs must regularly remind families and staff that all individuals are encouraged to adhere to the CDC's recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people.

(6) Programs must teach and reinforce use of cloth face coverings among all program staff. Face coverings are most essential at times when social distancing is not possible. Staff must be frequently reminded not to touch the face covering and to wash their hands frequently. Information must be provided to all staff on proper use, removal, and washing of cloth face coverings.

B. Exceptions to Use of Face Masks/Coverings: Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face mask safely. These may include, but are not limited to:

- (1) Children under the age of 2 years;
- (2) Children who cannot safely and appropriately wear, remove, and handle masks;
- (3) Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
- (4) Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask;
- (5) Children where the only option for a face covering presents a potential choking or strangulation hazard;
- (6) Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe;
- (7) Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
- (8) Individuals who need to communicate with people who rely upon lip-reading.

Cleaning, Sanitizing, and Disinfecting Indoor and Outdoor Play Areas: Programs must follow these guidelines for cleaning, sanitizing, and disinfecting indoor play areas.

Strategies to Reduce the Risk of Transmission

Programs must attempt to maintain at least 6 feet of distance at all times and limit contact between individuals and groups, whenever possible. When 6 feet is not possible, individuals should wear masks or cloth face coverings.

A. Physical Distancing: Programs must maintain at least 6 feet of distance at all times and limit contact between individuals and groups, whenever possible. When 6 feet is not possible, individuals must wear masks or cloth face coverings.

(1) In order to maintain a distance of 6 feet between individuals, programs must have a minimum of 42 square feet per child, with 144 sq. ft. per child being the ideal to maintain proper physical distancing.

(2) Physical distancing must be practiced by children and staff at all times, including but not limited to:

- (a) During transitions (e.g., waiting for bathrooms)
- (b) During meal times (e.g., if a cafeteria or group dining room is typically used, serve meals in classrooms instead. Put each child's meal on a plate, to limit the use of shared serving utensils. If indoor facilities must be used, clean and disinfect tables between meal shifts.)
- (c) While traveling to and from the outdoors
- (d) During all activities
- (e) During sleep, rest, or quiet play time (i.e. space out seating and bedding) (f) While using transportation (e.g., buses)

(3) Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, or kissing), as well as by mediated contact.

(4) Stagger drop offs/pick-ups.

(5) Store children's belongings in a manner where they do not touch. Individually labeled storage containers, cubbies, or separate; designated areas must be used.

(6) Stagger recess and play outside one group at a time.

(7) Refrain from games and activities that encourage physical contact or proximity of less than 6 feet, like tag or circle time.

(8) Spaces for children must be organized in a way that allows staff to enforce and maintain consistent physical distancing guidelines. Physically rearrange the room to promote individual play, including setting up individual play activity stations like puzzles and art. Space activity areas/centers as far apart as possible.

(9) Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses. If possible, touchless trash cans should be utilized and located throughout the program space.

(10) Limit gatherings, events, and extracurricular activities to those that can maintain social distancing. Support proper hand hygiene. Do not host events that encourage non-essential adults to visit the program.

(11) Close communal use spaces, such as game rooms or dining halls, if possible. If this is not possible, stagger use and disinfect in between uses or divide into two rooms. Programs may have multiple groups of ten, provided social distancing is maintained between and within groups. When dividing rooms, create a clear barrier with cones, chairs, tables, etc. to ensure a minimum six feet of distance.

(12) Where possible, arrange for administrative staff to telework from their homes.

(13) Programs must limit travel off the premises for all children and staff. Programs must limit travel outside of the program, including canceling all field trips and inter-agency, or program, groups and activities. Hiking and outdoor activities may be conducted on program grounds.

(14) Activities that require or may require direct staff support, close contact, or rescue must not be conducted, except where necessary to support participation for children with special needs.

(15) Limit the number of children permitted to use pool facilities at the same time. Determinations must consider how many people can be at the pool facility and still maintain 6 feet distancing.

For additional guidance on regulations please visit:

https://eeclead.force.com/resource/1591036172000/Min_Req

***this is subject to change upon Governor Baker request**

Additional Registration Forms

Photograph Release Form

I give permission for my child, _____, to be photographed by the Leominster Recreation Department Summer Programs staff. The photographs can be used in the local newspaper and put on the Leominster Recreation department website using your child's name.

Parent/Guardian Signature: _____ Date: _____

I DO NOT give permission for my child, _____, to be photographed by the Leominster Recreation Department Summer Programs staff. The photographs can be used in the local newspaper and put on the Leominster Recreation department website using your child's name.

Parent/Guardian Signature: _____ Date: _____

Sunscreen Release Form

I give permission to the Leominster Recreation Department Summer Program's staff to help my child, _____, apply sunscreen using gloves. The sunscreen is provided by the family.

Parent/Guardian Signature: _____ Date: _____

I DO NOT give permission to the Leominster Recreation Department Summer Program's staff to help my child, _____, apply sunscreen using gloves. The sunscreen is provided by the family.

Parent/Guardian Signature: _____ Date: _____

**CITY OF LEOMINSTER
2020 RECREATION DEPARTMENT SUMMER PROGRAM**

RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

I, _____, as parent/legal guardian of _____ [insert name of child participating in the Leominster Recreation Department's Summer Program] (hereinafter "the Participant"), in consideration of Participant being allowed to participate in any City of Leominster Recreation Department program, and for other good and valuable consideration hereby acknowledged, do hereby agree on behalf of myself and Participant, to forever RELEASE the City of Leominster, Massachusetts, the Leominster Recreation Department, and its officers, officials, employees, staff, agents, board members, volunteers, and attorneys (hereinafter and collectively "the City") from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees related, directly or indirectly, from known and unknown personal injuries or property damage which may occur as the result of participation in the City of Leominster Recreation Department's programs.

I further on behalf of myself and the Participant promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the City against any and all legal claims and proceedings of any description, including damages, costs and attorneys' fees, arising from personal injuries to myself, Participant or others or property damage resulting from said participation in the City of Leominster's Recreation Department programs. I hereby further covenant for myself and the Participant not to sue the City on account of any such claim, demand or liability.

I further affirm that I have read this Agreement and that I understand the contents of this Agreement. I understand that the Participant's involvement in the City of Leominster Recreation Department's programs is voluntary and that I am free to choose not to participate or have my child participate in said program.

******Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in the Recreation Department's programs or accessing City facilities could lead to the risk of contracting COVID-19. The City of Leominster and its Recreation Department in no way warrant that COVID-19 will not occur through participation in the Recreation Department's programs or accessing City facilities.**

Initial _____ ****

By signing this Form, I affirm that I have decided to have Participant enroll in the City of Leominster Recreation Department's program with full knowledge that the City will not be liable to anyone for personal injuries and property damage that may occur during activities facilitated by the City of Leominster or its recreation program(s). I am fully aware that by signing this document I am releasing, on behalf of myself and the Participant, the City from any and all liability that may arise as a result of intentional or negligent acts of these parties. Additionally, it is my intent to release the City on behalf of myself and Participant from any and all liability and defend and indemnify said parties for liability relating to any accident and resulting injuries that may occur as a result of participation in the City of Leominster Recreation Department's program.

Signed: _____ **(Parent / Legal Guardian – please circle one)**

Date: _____

Please print name: _____

Mailing Address: _____, _____ MA

Phone: _____ **Cell:** _____

THIS FORM MAY NOT BE ALTERED

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